



WINDHAM SCHOOL
DISTRICT

NUMBER: SD-07.22
DATE: May 18, 2016
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SUPERSEDES:

SUPERINTENDENT DIRECTIVE

SUBJECT: VEHICLE OPERATION

AUTHORITY: Tex. Educ. Code § 19.010; Windham Board Policy (WBP)-3.02, “Windham School District Superintendent Responsibilities and Authority”

Reference: Tex. Educ. Code § 19.004; Tex. Gov’t Code §§ 2101.0115, 2113.013, 2171.101(a), 2171.104, 2171.1045; 49 U.S.C. §§ 5101-5127; Tex. Transp. Code §§ 545.413, 547.702; 49 C.F.R. 382.107; 37 Tex. Admin. Code § 151.73; TDCJ Administrative Directive (AD)-02.50, “TDCJ Vehicle Policy”

APPLICABILITY: Windham School District (WSD)

POLICY:

The WSD shall be in compliance with the *State Vehicle Management Plan* and establish guidelines for use of state-owned or leased vehicles including assignment, control of keys, fleet management, motor pool operations, preventive maintenance, and procedures to be followed in case of an accident. The superintendent designates the authority to oversee the use of state vehicles by WSD employees to the Division of Operations.

DEFINITIONS:

“Accident” is an incident that results in property damage or injury to a person.

“Employee,” for the purpose of this policy, is a person who works under the authority of the WSD. This does not include volunteers, independent contractors, agents or employees of independent contractors, or persons who perform tasks over which the WSD does not control the process.

“State Vehicle” is any WSD or Texas Department of Criminal Justice (TDCJ) state-owned or leased automobile, motor truck, or other motor vehicle used for transportation of employees, offenders, equipment, goods, or other purposes legitimately connected with the operation of the WSD.

PROCEDURES:

I. General Guidelines for Use of State Vehicles

When using a state vehicle, employees shall follow the procedures set forth in WSD Operating Procedures (OP)-07.22 and all relevant TDCJ policies as outlined in OP-07.22.

II. Control of Vehicle Keys

Control and accountability of vehicle keys shall be maintained at all times in accordance with the guidelines established in OP-07.22.

III. Vehicle Monthly Use

The motor pool coordinator shall collect the original signed RS-025, Vehicle Monthly Use Reports from regional offices and the WSD administration motor pool and send them to Huntsville Mechanical Department/Fleet Management.

IV. Vehicle Assignment and Fleet Management

A. A WSD vehicle may be assigned to the superintendent. All other WSD vehicles shall be assigned to the administration or regional motor pool and are available for checkout.

B. The chief financial officer (CFO) shall monitor vehicle activity to ensure optimum use, maintenance, and reporting.

C. Operators of special use vehicles shall possess the appropriate licensing and record of training prior to operating special use vehicles.

D. Vehicle purchases are initiated through the CFO.

V. Preventive Maintenance

Each principal, regional administrator, or the motor pool coordinator is responsible for implementing a preventive maintenance program on vehicles assigned to them.

VI. Vehicle Accidents

A RO-92, Tort Claim - Motor Vehicle Accident Form shall be completed each time a state vehicle or trailer is involved in an accident, regardless of how minor the damage. Additional information and detailed instructions are provided in OP-07.22. Any media questions shall be referred to the WSD partnerships and information resources specialist.

VII. Traffic Violations

It is the employee's responsibility to adhere to all laws pertaining to the operation of a motor vehicle. The employee is responsible for any violation associated with the

operation of a state vehicle.

VIII. Vehicle Break Down

Procedures are provided in OP-07.22 for situations when a state vehicle is inoperable.

IX. WSD Motor Pool Operations

- A. Procedures concerning the operation of the motor pool are outlined in OP-07.22.
- B. The superintendent may authorize the use of a state vehicle for an employee to commute to and from work when the superintendent determines that the use may be necessary to ensure that vital WSD functions are performed. When such use is authorized, the commute to work must not ordinarily exceed 30 miles. The name and job title of each individual authorized and the reasons for the authorization will be reported, as required by law, and kept on file in the superintendent's office.
- C. A supervisor, at pay level A-65 or above, may give an employee approval to take a vehicle to the individual's residence if the residence is in the direction of travel. Such vehicles are considered to be in travel status and shall be used for official WSD business only. Commercial vehicles and equipment shall not be taken to a personal residence.
- D. The superintendent may authorize the transport of non-employees when deemed appropriate.

X. Use of Personal Vehicles

- A. When an employee is using a personal vehicle to conduct state business, the employee is required to be in possession of a valid class of driver license appropriate for the type of vehicle being operated, as well as proof of liability insurance for the personal vehicle. Maintenance of liability insurance for the personal vehicle shall be at the employee's expense.
- B. When there are no WSD vehicles available, WSD employees are notified before WSD reserves a TDCJ vehicle. Employees may opt out of the TDCJ vehicle; however, they will not be reimbursed for mileage in their personal vehicle if they refuse a TDCJ vehicle.

Signature on file

Dr. Clint Carpenter, Superintendent
Windham School District